








Lesson Plan

Lesson 34 – Amended and Prior Year Returns

Time Required: 30 minutes

Introduction	Objectives	Topics
This lesson covers how to amend a current year tax return, and provides guidance on preparing prior year returns.	<ul style="list-style-type: none">• Identify when it is appropriate to prepare an amended return, Form 1040X• Determine the time limits for filing Form 1040X• Understand how to assemble and submit Form 1040X• Provide guidance when preparing prior year returns• Identify when it is appropriate to file a prior year return	     When to amend a return Form 1040X Time limits Refunds and balance due Completing amended returns Prior year tax returns

Key Terms

Form 1040X: Amended U.S. Individual Income Tax Return, used to modify a previously filed tax return.

Injured Spouse Relief: A provision of tax law that allows a taxpayer to get back his or her share of a joint overpayment when the overpayment was used to pay one spouse's past-due federal tax, state income tax, child support, spousal support, or federal non-tax debt, such as a student loan.

Teacher Tips

Guidelines for Lesson

Guideline	Instructor Notes	Presentation Aids
Lesson background info	Review the online demo of TaxWise on Miscellaneous Forms.	TaxWise® Demo: From the Practice Lab, select: <ul style="list-style-type: none"> • 2011 TaxWise IRS training • TaxWise Desktop Preparer with VITA/TCE Training menu or the TaxWise Online Preparer with VITA/TCE Training menu • Click the Miscellaneous Forms button
Provide details and engage the students	Discuss all tips and cautions in detail. Ask students to read and/or role-play examples. Review answers to each exercise; ask students how they arrived at their answers.	Internet: Link & Learn Taxes (L<) Amended and Prior Year Returns

Topic-specific Tips

Topic Name	Instructor Notes	Presentation Aids
Introduction	Review lesson objectives. Explain that generally, taxpayers who need to amend their tax returns will return to the volunteer site where their original return was prepared. Review list of references. State the presentation time.	Visuals: Form 1040X Pub 4012 (Tab 12), Amended Returns
When to amend the return	Ask students to provide examples of why a return may need to be amended. Ask students to provide examples of situations when an amended return is not required.	Visuals: Pub 4012 (Tab 12), Amended Returns Form 8379 Form 13614-C

Discuss when to file Form 8379, Injured Spouse Allocation, with an amended return.

Emphasize the importance of gathering all the facts first, as well as the original return, other forms, and intake and interview sheet.

Internet:

FAQs, [Amended Returns & Form 1040X](#)

Form 1040X

Show students the layout of Form 1040X.

Explain the purpose of each of the three columns in Form 1040X.

Explain to students:

- The purpose of each of the three columns in Form 1040X
- When to use Part I, Exemptions
- When to check boxes in Part II, Presidential Election Campaign Fund
- How to clearly explain the reasons for each change in Part III, Explanation of Changes

Ask students to provide concise, easy-to-understand sample explanations for Part III of the amended return.

Visuals:

[Form 1040X](#)

[Instructions for Form 1040X](#)

Internet:

Tax Map, [Amended/Corrected Tax Return](#)

YouTube video, [Amending My Return](#)

TaxWise Demo:

Link to Miscellaneous Forms

Link to Form 1040X

Time limits for refunds

Instruct students on:

- Three-year statute of limitations on refunds being claimed on amended returns
- Exceptions to the time limits (taxpayers who qualify for an exception should be referred to a professional tax preparer)

Visual:

[Instructions for Form 1040X](#)

Refunds and balance due	<p>Instruct students on:</p> <ul style="list-style-type: none"> • The process for a refund from an amended return • Process and due dates for a balance due • Payment options for a balance due <p>Ask students to read the exercises and volunteer the answers.</p>	<p>Visuals:</p> <p>Instructions for Form 1040X</p> <p>L&LT Amended Returns, Refunds and Balance Due</p>
Completing amended returns	<p>Review the steps to amend a return using TaxWise software.</p> <p>Remind students that an amended return can be prepared electronically, but must be mailed to the IRS.</p> <p>Review the steps for amending a return in Pub 4012 (Tab 12).</p> <p>Demonstrate amending a return using TaxWise.</p>	<p>Visuals:</p> <p>Pub 4012 (Tab 12), Amended Returns</p> <p>Internet:</p> <p>TaxWise TV, Filing Amended Returns in TaxWise</p> <p>TaxWise Demo:</p> <p>Form 1040X</p>
Prior year tax returns	<p>Review the prerequisites that volunteers must have in order to prepare prior year tax returns.</p> <p>Show students where prior year forms and publications can be found on irs.gov.</p> <p>Remind students that prior year returns for 2010 and 2011 can be e-filed. Other prior year returns must be mailed.</p>	<p>Visuals:</p> <p>Form 1040, line 8a & 8b</p> <p>Internet:</p> <p>Prior Year Products</p>
Summary	<p>Review the lesson summary with the class.</p>	<p>Visuals:</p> <p>L&LT Amended Returns, Summary</p> <p>L&LT Amended Returns: Click Assessments icon to review Summary and Exercises</p>

References

L<	Amended and Prior Year Returns
Form 1040X	Form 1040X
Form 1040X Instructions	Instructions for Form 1040X
Form 13614-C	Form 13614-C , Intake/Interview & Quality Review Sheet
Pub 4012	Pub 4012, Volunteer Resource Guide, Tab 12, Amended Returns
Pub 17	Pub 17 , Chapter 2, Filing Information
Optional	
Form 1040 Instructions	Form 1040 Instructions , General Information, Amended Return
Form 8379	Form 8379, Injured Spouse Allocation

Recommended Classroom Activities



Tax Facts



Assessments



Media: Videos
& Audio



TaxWise
Tutorial



Job Aids



Practice
Lab



Tax Facts: Link & Learn Taxes Amended and Prior Year Returns

Click Tax Facts for a new way to access Link & Learn Taxes Amended and Prior Year Returns.



Assessments – Summary and Exercises

Click Assessments for a new way to access the Summary and Exercises in Link & Learn Taxes Amended and Prior Year Returns.



Media Video & Audio for Lesson

YouTube video on amending a return

<http://www.youtube.com/watch?v=IKtG--p-R9U&feature=plcp>



TaxWise Tips and Resources for Lesson

TaxWise screens	Form 1040X
Practice Lab Tutorial	From the Practice Lab, select: <ol style="list-style-type: none">1. 2011 TaxWise IRS training2. TaxWise Desktop Preparer with VITA/TCE Training menu or the TaxWise Online Preparer with VITA/TCE Training menu3. Click the Miscellaneous Forms button
TaxWise TV	http://www.taxwisetv.com/presentation.asp?asx=2011-03-23.asx&



Job Aids

ITA and FAQs for Lesson

Tax Map	Amended/Corrected Tax Return http://taxmap.nts.gov/taxmap/ts0/amendedcorrectedta_o_5fe8cdc6.htm
FAQs	Amended Returns & Form 1040X http://www.irs.gov/Help-&-Resources/Tools-&-FAQs/FAQs-for-Individuals/Frequently-Asked-Tax-Questions-&-Answers/IRS-Procedures/Amended-Returns-&-Form-1040X
Tax Trails	Amended Returns http://www.irs.gov/Individuals/Tax-Trails--Amended-Returns
Tax Topics	Amended Returns http://www.irs.gov/taxtopics/tc308.html
Other	Prior year forms, instructions, and publications http://apps.irs.gov/app/picklist/list/priorFormPublication.html
References	References for L< Amended and Prior Year Returns http://apps.irs.gov/app/vita/content/34/references.jsp



Practice Lab

Practice Lab	http://www.voltaxprep.com/
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